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This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT2CH16, *Reverse-Post Procedures*. This supplement describes 45 SW procedures for use in conjunction with the basic AFMAN. It applies to all 45 SW activities, tenants and contractors operated or supported by the USAF Standard Base Supply System. This supplement does apply to Air Force Reserve Command and Air National Guard units.

16.2.1. Separate reverse-post logs are maintained in Document Control and Inventory to control reverse-post actions.

16.2.2. Document Control and Inventory are the only elements authorized to make reverse-post inputs. There are restrictions imposed upon personnel assigned to these two elements.

16.4.4. The ZOP (Zero Overpricing) Monitor will not input reverse-post inputs. The monitor will forward to Document Control for processing.

16.4.4. **NOTE:** Only Document Control and Inventory will process reverse-posts.

16.6.6. Document Control will monitor all assigned "Q" freezes by establishing a suspense file of FFC (freeze code file) notices and through use of the local "Frozen Records Listing" (QLP/U02). When Document Control does not receive a request for reverse posting Document Control will research transaction registers necessary to ascertain the individual or unit responsible for the freeze code assignment. When the FFC has not identified the responsible unit or individual, and Document Control doesn't have a matching reverse post request, the freeze code will be deleted. When a freeze code "Q" has been assigned for three workdays, it will appear on the QLP/U02 until it is cleared. Document Control will contact the responsible unit or individual concerned to find out why it has not been cleared. If after five workdays

Document Control doesn't feel that continued retention of the "Q" freeze is justified, they may delete the freeze.

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